



JENNIFER M. GRANHOLM  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING



MICHAEL P. FLANAGAN  
SUPERINTENDENT OF  
PUBLIC INSTRUCTION

September 22, 2006

TO: Nonpublic School Operator

FROM: Elaine Madigan, Executive Director  
Bureau of School Finance and School Law

SUBJECT: **Due November 3, 2006** – 2006-2007 Nonpublic School Personnel Report

The requirements for the Nonpublic School Personnel Report were previously sent to you in an August 14, 2006, letter from Mike Flanagan. **The data collection period for the Nonpublic School Personnel Report has been extended from Friday, October 6 to Friday, November 3, 2006.** Many nonpublic schools have not submitted the required information. If you have already submitted your school personnel information, please disregard this communication.

The new School Safety Legislation requires all schools, including nonpublic schools, to submit specific information about all school employees in order for the Michigan State Police (MSP) and the Federal Bureau of Investigation (FBI) to conduct criminal history checks, as required in Michigan School Safety Legislation. The Center for Educational Performance and Information (CEPI) and the Michigan Department of Education (MDE) have developed an electronic data collection form --- the Nonpublic School Personnel Report --- through which nonpublic schools will submit their school personnel data to the state of Michigan.

Beginning this fall, all nonpublic schools are required to submit specific information about all school employees to comply with new School Safety Legislation using the secure web-based program that is part of CEPI's Registry of Educational Personnel (REP). The information required to be submitted by nonpublic schools is minimal (name, gender, date of birth, social security number, race/ethnicity). If you do not have computer access, you may use any public library or other source. The data collection for the Nonpublic School Personnel Report is **due Friday, November 3, 2006**. Instructions on submitting your information are provided below:

*Nonpublic School Personnel Report*

- Visit the Nonpublic School Website at [www.michigan.gov/npsbs](http://www.michigan.gov/npsbs)
- Select "Nonpublic School Personnel Report Application User's Guide" under "Nonpublic School Personnel Report." The user's guide includes instructions for obtaining a MEIS account, submission of the security agreement and the submission of your personnel data.
- Information about the Nonpublic School Personnel Report is also available on CEPI's website at [www.michigan.gov/cepi](http://www.michigan.gov/cepi). Click on "Nonpublic School Personnel Report" located under the Quick Links on the right navigation bar on the website.

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MDE Contacts For More Information

- If you have questions regarding the Nonpublic School Personnel Report, please contact Wanda Bazzett at 517-373-1833 or [bazzettw@michigan.gov](mailto:bazzettw@michigan.gov).
- If you have questions regarding obtaining a **MEIS account or password**, please send an email to the Department of Information Technology (DIT) Client Service Center at [Help-Desk@michigan.gov](mailto:Help-Desk@michigan.gov) or call 517-335-0505. Please provide your name, school code, school name, CEPI application name (Nonpublic School Personnel Report), your telephone number (including area code and extension), your email address, and your specific question(s).
- To obtain a MEIS account and/or security agreement, you must use the school code master information shown on your school's label. If changes are needed to the **school code master information** shown on your school's label, please contact Wanda Bazzett at 517-373-1833 or [bazzettw@michigan.gov](mailto:bazzettw@michigan.gov). You may access school code master information at [www.michigan.gov/scm](http://www.michigan.gov/scm).
- If you have any questions regarding the **new school safety requirements**, please contact Dr. Flora Jenkins, Director, MDE Office of Professional Preparation Services at 517-373-6505 or [Jenkinsf@michigan.gov](mailto:Jenkinsf@michigan.gov), or Dr. Frank Ciloski at 517-373-6791 or [ciloskif@michigan.gov](mailto:ciloskif@michigan.gov).
- If you have questions regarding **fingerprinting**, please contact Stephanie Whiteside at 517-335-1167 or [whitesides@michigan.gov](mailto:whitesides@michigan.gov).
- If you have questions regarding your **personnel data submission** via the Nonpublic School Personnel Report, please send an email to the DIT Client Service Center at [Help-Desk@michigan.gov](mailto:Help-Desk@michigan.gov) or call 517-335-0505. Please provide your name, school code, school name, CEPI application name (Nonpublic School Personnel Report), your telephone number (including area code and extension), your email address, and your specific question(s).

I appreciate your continued cooperation in assisting our Department with the reporting process.